

**PART 3: NEW SITE/ATTENDANCE CENTER APPLICATION**  
**SCHOOL NUTRITION PROGRAMS**  
**(COMPLETE ONE FOR EACH SITE)**  
**Permanent beginning with 2005-06**

**A. Name of Local Agency** \_\_\_\_\_ **Number** \_\_\_\_\_

**B. List site name** (as it is listed in Educational Directory or as it appears on the license).

\_\_\_\_\_  
Physical Address \_\_\_\_\_  
\_\_\_\_\_

**C. Name and title of the person responsible for food service at the site:**

\_\_\_\_\_ Check if new ☐

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

E-mail \_\_\_\_\_

**D. Type of site:**

- ☐ Single building with multiple attendance centers,  
grades included as checked and listed below
- ☐ Pre-school
- ☐ Head Start/Early Head Start
- ☐ Elementary school: grades \_\_\_\_\_
- ☐ Middle school/junior high school: grades \_\_\_\_\_
- ☐ Senior high school: grades \_\_\_\_\_
- ☐ Residential child care institution: ages \_\_\_\_\_
- ☐ Special education school site:

**E. Method by which meals will be provided to this site (check all that apply):**

- ☐ Prepared and served at this site  
Does this site ship (satellite) meals to another site? ☐ yes ☐ no
- ☐ Preparation at central or base kitchen and shipped to this site
- ☐ Students walk from this attendance center to another attendance center to eat their meals
- ☐ Contract with food service management company or vendor  
(If checked, send in a copy of the contract. Be sure method to provide meals is indicated.)

**F. Accreditation/Licensing:**

Is site/center licensed or accredited by federal, state, or local authority?    yes    no  
(If not, contact Child and Adult Nutrition Services. The center is not eligible to participate until  
licensing or accreditation is obtained.)

**G. Operating Data:**

1. Hours of operation: From \_\_\_\_\_ To \_\_\_\_\_

2 List any full weeks during which the Program will not operate: (Include dates of closing and reopening)

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

**H. Offer Vs Serve:**

1. LUNCH MEAL SERVICE Offer versus Serve is mandatory at the high school level for lunch. It is optional at the lower grades. Check the following applicable statement(s) and indicate which grades they pertain to if different than grades listed for the attendance center in item D.

- |  | Jr Hi/MS      | Elem  |
|--|---------------|-------|
| a. Students must take all items in full portion. | Grades: _____ | _____ |
| b. Students may decline 1 item.                  | Grades: _____ | _____ |
| c. Students may decline 2 items.                 | Grades: _____ | _____ |

2. BREAKFAST MEAL SERVICE Offer versus Serve is optional at all grade levels in the breakfast program. Check the following applicable statement(s) and indicate which grade(s) they pertain to if different than grades listed for the attendance center in item D

- |   | H.S.  | Jr Hi/MS | Elem  |
|---|-------|----------|-------|
| a. Students must take all items in full portion | _____ | _____    | _____ |
| b. Students may decline 1 item                  | _____ | _____    | _____ |

**I. Meal Service Information**

	Service Time	Service Time	Price	Price	Price
Meal type	From	To	Reduced	Full	Adult
Breakfast					
Lunch					
Milk-SMP			xxxxx		
Snack					

**J. Snack After School Operating Data –**

1. Does the local agency offer an after-school program at this site that will include serving a snack to be claimed for reimbursement under NSLP?
- yes (complete next page)      no (skip next page)

**J. Snack After School Operating Data – Continued**

2. Does the local agency own/operate the site in which the program is operated?    yes    no
3. Is this site licensed by Dept. of Social Services?    no    yes (attach copy of license)
4. Pricing Structure:
- a. The snack will be offered as a pricing program:    yes    no
- b. Are at least 50% of children at this site eligible for free and/or reduced price meals as of the last October?    yes    no
- c. If it is 50% eligible, all participating children will be served snack at no charge?    yes    no
- State agency verification  
 Init \_\_\_\_\_ %
5. Is the primary purpose of this program to provide children with regularly scheduled educational or enrichment activities in an organized, structured and supervised environment?    yes    no
6. Describe regularly scheduled education or enrichment activities that will be offered as a part of the after-school activity program.
7. The snack program will only be offered after the end of the scheduled school day.    yes    no
8. Is the program open to all, limited only by space, and/or security considerations, and/or licensing requirements?    yes    no
9. Describe the method of sign-in for children attending the program:  
       \_\_\_\_ Sign in/sign out roster  
       \_\_\_\_ Other (describe)
10. Circle the days the program will be offered: M   Tu   W   Th   F   Sa   Su  
 If operating dates are different than lunch program, list dates to start \_\_\_\_\_ & end \_\_\_\_\_
11. The hours the site operate will be: Begin \_\_\_\_\_ End \_\_\_\_\_  
 (Provide additional information if there are any differences by day.)
12. Reimbursement may be claimed for snacks served to all children through the age of 18 as well as for children who turn 19 during the school year. Circle the ages of children whom this program will serve:  
 6 7 8 9 10 11 12 13 14 15 16 17 18
13. Check below the following required records that the SFA will maintain for each month of operation:
- \_\_\_\_ Applications for all children for whom free and reduced priced snacks are claimed.
- \_\_\_\_ Documentation for each day of child's attendance
- \_\_\_\_ Documentation of compliance with meal pattern requirements
- \_\_\_\_ Documentation on a production record of menus, dates, foods prepared and served, etc.
- Meal counts will be completed at point of service:
- \_\_\_\_ by total for sites qualifying for free reimbursement for all children
- \_\_\_\_ by type (Free and/or Reduced) for other sites
- \_\_\_\_ by check-off name roster
- \_\_\_\_ by other method (describe)